



Non-Merit Job Vacancy Announcement

PLANNING AND RESEARCH ADVISOR

Pay Grade:	14	Position Type:	Full Time
Salary or Range:	\$2,937.20 - \$3,890.90	Work Schedule:	Monday - Friday
FLSA Designation:	Non-Exempt	Work Week:	37.5 Hours

Agency: Department Of Military Affairs - Division Of Emergency Management
Work Address: 110 Minuteman Parkway - CEOC Building, Frankfort, KY 40601
Work County: Franklin

AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

DESCRIPTION OF JOB DUTIES:

Establishes an evaluation procedure for 10 Chemical Stockpile Emergency Preparedness Program (CSEPP) counties; researches, analyzes, evaluates and presents findings to management on specific governmental issues pertaining to the storage and destruction of the Army's Chemical Weapons Stockpile within the CSEPP community and for the purpose of program effectiveness of Operational Emergency planning. Establishes the development/comprehensive review of operational emergency response plans ISP (Incident Specific Plans) for operational response to a disaster which will assist in the coordination of response personnel/resources w/in 10 CSEPP counties/state; responsible for assisting in formulating policy/procedures for CSEPP counties preparing for destruction of chemical munitions. Provides technical/general info to the executive staff/govt officials/public groups/other interested organizations/parties concerning Army's Chemical Weapons Stockpile planning process; recommends program modifications/improvements to agency management w/in CSEPP operational planning; ensure effective response and recovery planning efforts are coordinated at local/state level. Researches/analyzes state CSEPP plan for efficiency; ensure programmatic/procurement/budget compliance for federal funding; performs analysis/makes recommendations as required by CSEPP cooperative agreement guidance; drafts reports and other technical/administrative documents for the purpose of defending proposed programs objectives and supporting existing operational programs. Assists in formulating policy and procedures while ensures the development and maintenance of a CSEPP map with multiple data layers to identify critical locations and projected activities (to include decontamination sites and traffic control site locations) and ensure integration into CSEPP hazard modeling/emergency response systems. Works in general operational emergency response plan (disaster planning) activities to identify specific hazards, relating to a possible chemical incident at the Bluegrass Army Depot through the use integrated teams at county and state levels; supports the development and maintenance of general purpose budget and emergency planning efforts. Assists in formulating policy and makes recommendations as required by CSEPP cooperative agreement guidance, 2 CFR part 200 and OMB circulars for GIS and planning; conducts administrative and on-site audits and research into the fiscal impact of planning efforts on the established preparedness milestones of the CSEPP program and presents briefings on findings

to management. Other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience in economics, journalism, public administration, business administration, planning, environmental protection and/or regulation, law, sociological or statistical research and analysis, impact research and analysis or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in any of the above areas will substitute for two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in research, analysis of data, planning or a related field will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 7/25/2016)

[Posted on: 7/16/2016]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

****Applicants will NOT apply online through the COS website.

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

Contact Name: Crystal Simpson

Contact Method: 502-607-1541 or
crystal.l.simpson10.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.